

# **Write Autoresponder Messages To Increase Your Profits For Years To Come**



**By Connie Ragen Green**

If you are confused by the prospect of setting up and writing a year's worth of autoresponder messages to increase your online profit, you are not alone! In fact, I asked my list of a few thousand people to send me their questions on this topic and more than 330 people have written back – so far.

I will attempt to take the mystery out of this process so you can enjoy a prosperous business on the Internet, while your pre-written messages continue to go out to your prospects and customers. This happens automatically, even when you are on vacation, or working on other projects. Some of the online marketers who have been at this for awhile have AR messages that go out for two to three years, bringing them residual income from products and courses that are still relevant to their niche.

Most people working online do not do a good job with this. It was two years before I sat down and prepared emails in this way. I was leaving lots of money on the table, and when I realized what a difference it would make to my bottom line, that's when I got serious. You can benefit from what I have learned my following the simple steps in this course. It does take time to write the messages and add them to your autoresponder system, so I've made it as easy and painless as possible. I am providing you with an outline and template you can use, as well as sample messages for each of the first 10 days after someone opts in to your list.



I've broken this course up into sections, so that you can focus on the section you need to work on at this time. The sections are:

*Introduction To Autoresponders*

*Setting Up Your Autoresponder Account*

*Writing Your AR Messages*

*Reviewing What You Have Set Up*

*Optin AR's vs. Purchase AR's*

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## **Introduction to Autoresponders**

So, just what is an autoresponder and why do I need one to make money on the Internet?

Autoresponders are the messages that go out automatically to the people on your list, at intervals predetermined by you. Broadcast emails are the ones when

send to contact the people on our list with time sensitive information, such as a promotion or an upcoming teleseminar or other event. If you are still confused by this, think of the emails you receive daily from me and others as us broadcasting our information to you. Most of that information is time sensitive. Autoresponder messages, on the other hand, are the messages that you receive with some regularity that for not make reference to an offer that will expire, or to current events.

Why do we need to keep emailing people?

You must stay in contact with the people who have joined your list, or they will forget about you. The minimum contact should be 2 or 3 times a month, but more times is actually better.

CAN-SPAM Act – this is a law that was enacted by the Federal Trade Commission (FTC) in 2003, and sets the rules for commercial email, establishes requirements for commercial messages, and gives recipients the right to have you stop emailing them, and spells out tough penalties for violations. This is why we use an autoresponder service that has all of that built right in to the system. I recommend either Aweber (my link is <http://ConnieLoves.me/Aweber> where you can get the first month for only \$1) or 1 Shopping Cart (my link is <http://WildWestCart.com>, and I offer free regular trainings to those signed up through me).

### **Setting Up Your Autoresponder Account**

There are quite a few services that offer autoresponder packages. So, which service is best?

I have accounts with both Aweber and 1 Shopping Cart, and I use both of these accounts for this purpose. My link for 1 Shopping Cart is

<http://WildWestCart.com>, which entitles you to email me if you have questions on how to use it. Stay away from services that are not intended for doing business online. If you will be selling anything, you are considered a commercial user.



Watch this 4 minute video on getting started with setting up your autoresponder. It's at <http://ConnieLoves.me/AR1GetStarted>

What information do we write to people about?

I recommend including tips and other useful information on your topic, links to relevant blog posts and articles you have written, and links to your own and affiliate products and services that are directly related to your niche topic.

Remember why they opted in to your list in the first place. They either wanted more information about your niche topic, or they purchased one of your products.

### **Writing Your Autoresponder Messages**

Remember that people need to hear from you approximately 5 to 7 times before they truly connect with you and what you have to offer. Because of this, it is best to contact them frequently at the beginning, and stay in regular contact with them after that, for as long as they remain on your list.

Keep your messages short – 3 to 4 paragraphs with about 200 words is a good rule of thumb.

Text or HTML – text will be more deliverable, but HTML will look better. I continue to use text for all of my emails.

**Body Art:** – This refers to the design you use to set off your text. I sometimes use ===== equals signs or \* \* \* \* \* asterisks to separate one line from another.

I do not use these very often, but it is a great idea to keep your emails more readable.

Formatting your AR messages – I type no more than 65 characters across, and then insert a hard return to go down to the next line. This keeps your readers from having to scroll back and forth in order to read your entire message from within their email account.

If you are going to create a newsletter or ezine, consider doing it online so that your content will be indexed. Then you can send a text email and include a link to what you have to show them. It can have pictures and graphics, and will help you to become more visible online because it will be indexed by Google and the other search engines.

The first 10 days of autoresponder messages to send to your prospects (before they have purchased your product).

I use a system that works quite well. Later on you can deviate from this, but for now stick with this schedule:

- Day 1 – thank you
- Day 2 – content
- Day 3 – link to blog post, article, or audio recording
- Day 4 – affiliate link or link to your product
- Day 5 – repeat day 2 (with new content)
- Day 6 – repeat day 3 (with a different link)

Day 7 – repeat day 4 (with a different product)

Day 8 – repeat day 2 (different content)

Day 9 – repeat day 3 (different link)

Day 10 – repeat day 4 (with the same product as on day 4, or a different one)

**Day 1** – thank them for requesting information and give them the link to their free giveaway:

Hi %\$firstname\$,

Thank you for requesting this information on learning how to scuba dive. Your Special Report is ready for you now at:

<http://xyz.com/dlreport.pdf>

Please let me know if you have any questions that are not answered in your report.

To Great Fun Scuba Diving!  
Your Name

**Day 2** - Content about your topic

Dear %\$firstname\$,

Did you know that the word 'scuba' actually stands for Self Contained Underwater Breathing Device? The term was originally used during World War II, and referred to the Navy's oxygen rebreathers used by frogmen.

The system we use today was invented by Jacques Cousteau and allows divers to breathe from a tank of air on their back, and exhale it into the water.

Have you had any experiences with this that you would like to share?

**Day 3** – Link to your article or blog post on that topic – this should be an article or blog post that YOU have written. If you do not have these, write them as soon as possible. If you are presenting yourself as an expert in your field, it makes sense that you would have written about it recently.

Hi %\$firstname\$,

By now you have read the Special Report I prepared for you on learning how to scuba dive. This is such a wonderful activity!

I have written an article about choosing the right gear to suit your needs. It's at:

<http://ezinearticles.com/123456789> (This is just an example)

Making sure you have the correct Equipment and gear will make a huge difference in your scuba diving experience.

To Great Scuba Diving!  
Your Name

**Day 4** - Affiliate link or the link to your own product

Hi %\$firstname\$,

Did you know that more than a million people scuba dive, just in the United States?

If you are ready to make this sport a part of your life, you may want to take a look at:

<http://xyz.com>

I have found this information to be invaluable as I get more experience



with diving and visiting different destinations.

**Day 5** – Content again

Hi %\$firstname\$,

Is Scuba diving dangerous? You may have friends or family members that are concerned about your safety if you are going to be diving underwater to depths of 100 feet or more.

This is a legitimate concern, so be sure to tell them that fewer than 100 people die each year worldwide. It is best to address this fact early on, so that your loved ones will be aware that Scuba is one of the safest sports around.

**Day 6** – Link to another one of your articles or blog posts

Hi %\$firstname\$,

Are you certified yet? You can get your scuba certification while you are on a diving vacation. I've written a post about this on my blog that gives more details of how you can do this. It's at:

<http://budurl.com/123>

Leave a comment there if you find this information to be helpful.

**Day 7** – Affiliate link or link to your product

**Day 8** – more content

Hi %\$firstname\$,

Are you getting your friends and Family involved in your love of Scuba diving?

On page 11 of the Special Report I created for you, I talked about the importance of getting the people you know on board with your new activity.

If you need the link to your report again, it's at:

<http://xyz.com/dlreport.pdf>

Take a look at that section, and let me know if you have any questions.

**Day 9** – link to article, post, or recording

Hi %\$firstname\$,

I had the opportunity to interview John Smith recently. He has been a Scuba diving instructor for more than 20 years, and has some great tips for people just starting out in this exciting sport. You can listen at:

<http://xyz.com/123.mp3>

This recording is 35 minutes long, and you can download it to your iPod, computer, or other mp3 player. Enjoy!

**Day 10** – another message with a link to an affiliate product or your own product

The site where I was able to get all of this information on scuba diving is:

<http://www.scuba-diving-smiles.com/index.html> (This is an actual site)

How often do we send these messages out?

I recommend setting up your AR sequence to go out every day for the first 10 days, twice a week for the next 6 weeks, and then once a week for the next 3 months. This is just my recommendation. After that you could change to twice each month or so. At some point you may want to move your prospect back to day 30 or day 60. Keep in mind that you will also be sending out broadcast emails at the same time.

Subject lines – Your goal is to get people to actually read your emails. This is best done by using a subject line that gets their attention. I always personalize the message by including their first name. In 1 Shopping Cart this is done by using the merge code %\$firstname\$% in the subject line. I will give you more specific examples of good subject lines, but these are just a few that work well for me. Remember to never mislead or trick someone into reading your email, and make it clear who the message is coming from.

Firstname, our webinar is today

Firstname, your autoresponder course is ready

Firstname, will you meet me in Las Vegas?

I write my messages right in the autoresponder box inside of my account. You can write them in a text editor, such as Notepad or Textpad, if you want to keep a copy.

## **7 Day E-Course Autoresponder Sequence**

Here is an autoresponder sequence I have written to go out daily as a 7 Day E-Course. I highly recommend that you write something similar for your niche market...

### **7 Days to a DeCluttered Home Office in 10 Minutes a Day**

Day 1 –

Subject Line:

[Day 1] firstname, your decluttering e-course

Welcome to your E-Course '7 Days to a DeCluttered Home Office in 10 Minutes a Day'. Today is Day 1, so be prepared to think about organization in a whole new way.

First, take some pictures of your home office work space from various angles. It will be much easier to tackle clutter when you can visualize what needs to be done.

Next, make a list of the items that need to be straightened up and organized, as well as the specific areas that need your attention immediately.

Finally, decide how and where you will store the items you will be saving. I've discovered in helping so many people organize their clutter over the years that proper storage is an integral part of the process.

Tomorrow we'll take a look at where to begin and then dive right in!

To Getting Organized Once and For All!  
Your Name

Day 2 -

Subject Line:

[Day 2] firstname, pictures of your home office

Did you take pictures of your home office to see more clearly what needs to be thrown away, straightened up, and organized in a way that works for you?

It's a good idea to have these pictures so you'll be able to see how far you've come at the end of your 7 Day E-Course. Look at the list you started yesterday.

There may be a specific area or group of items that scream out to you...

'Organize me first!'

This might be a book shelf, piles of papers or magazines on the floor or directly adjacent to your desk work area, or perhaps the table where your printer sits. If so, spend just 10 minutes today going through these and sorting into 3 piles...

- 1) To be gone through more thoroughly
- 2) To save & store neatly
- 3) To throw into the trash!

Now, throw away the trash, put the items you are saving into a corner where you will be able to get to them easily when you are ready to store them, and begin going through the final pile to see what you will save, give away, shred, or toss into the trash.

Are you beginning to see that this is a doable challenge?

To Getting Organized Once and For All!

Your Name

Day 3 -

Subject Line:

[Day 3] firstname, how will I store it all?

By this time you may be thinking that you want to save and store more items than you thought. If that is the case, then you will need boxes, plastic or other types of storage containers, and additional shelving (going UP is a great alternative to expanding OUT, don't you think?)

I've put together a list of items you will want to take a look at for this purpose. You can pick them up at the big box stores and discount stores in your city, or order them directly from Amazon and have them delivered to your doorstep.

<http://connieLoves.me/GetOrganized>

Spend ten minutes today making sure you have the right boxes, containers, and shelving for all of your storage needs.

To Getting Organized Once and For All!

Your Name

Day 4 -

Subject Line:

[Day 4] firstname, let's dig in!

Today we're going to roll up our sleeves and start the decluttering process in a big way. Choose just one area (drawer, section of your desk, pile of things on the floor (I'm not calling it junk!) and start sorting out the good, the bad, and the not so pretty.

While you do this, take a look at some of the videos on my YouTube Channel I have prepared for you to make it easier and more fun to get organized...

[http://www.youtube.com/watch?v=VNZ9fcwb\\_9A](http://www.youtube.com/watch?v=VNZ9fcwb_9A)

To Getting Organized Once and For All!

Your Name

P.S. Pick up this entire 7 Day E-Course as a PDF download at no cost at:

<http://yoursite.com/7dayecourse>



Day 5 -

Subject Line:

[Day 5] firstname, I wrote the book on decluttering

Did you know that I wrote a book on the topic of getting organized and decluttering your home office? Well, I did and I believe my book could be extremely helpful to you. Pick it up here in paperback or as a Kindle version to get started right away.

Today you'll spend 10 minutes tackling the clutter on the floor of your home office. If you're like most people who work from home, anything you intend to get to later ends up on the floor.

Choose a medium sized pile and dig in, and remember your goal is to divide it up into 3 new piles - one that you are saving and storing, another to go through completely within the next 24 hours, and a final one to throw away for good.

To Getting Organized Once and For All!

Your Name

Day 6 -

Subject Line:

[Day 6] firstname, some helpful tips for you

Congratulations on getting through the first five days of decluttering and organizing your home office work area!

Before we go any further I want to give you some tips for having a pleasing and desirable area to work productively and effectively from each day.

- 1) Draw a floor plan to decide where you will place your office furniture
- 2) Including shelving, as going UP is much better than expanding OUT
- 3) Make sure closets and filing cabinets have enough room to open easily
- 4) Include natural light in your office
- 5) Commit to spending ten minutes every day eliminating clutter that builds up

Today you'll spend ten minutes sitting at your desk and looking for any areas

that need to be decluttered immediately.  
If your desk space is already clear, open  
the closet and get to work!

To Getting Organized Once and For All!  
Your Name

P.S. Pick up this entire 7 Day E-Course  
as a PDF download at no cost at:

<http://yoursite.com/7daycourse>

## **Day 7 -**

Subject Line:

[Day 7] firstname, look what you have accomplished!

Hopefully by now you are seeing a major  
change in the look and feel of your home  
office. Isn't it amazing how much you  
can accomplish in five or ten minutes  
a day?

Be sure to take pictures and compare  
them to the ones you took on the first  
day of this e-course. Quite a dramatic  
change, don't you agree?

Now it's time to think about your next

steps in the game of decluttering. You already know that I'm an author and an expert in this field, but did you know that I also have a popular product that is an advanced training on how to get organized in all areas of your life? It is called:

'Organize Your Home and Your Life'?

This is a course that provides a step by step blueprint for eliminating clutter from your home and work space while also helping you to clear your mind, get more focused on your goals, and take action to live the life you deserve.

Find out more at:

<http://yoursite.com>

Also, I'd love to hear from you about what you learned most from this 7 day e-course and what else would help you to move forward in your life and your business. Simply hit 'reply' and talk to me.

To Getting Organized Once and For All!

Your Name

P.S. Pick up this entire 7 Day E-Course  
as a PDF download at no cost at:

<http://yoursite.com/7daycourse>

### **Reviewing What You Have Set Up**

You must review your autoresponder messages every few months to make sure they are still written as you want them. Over time you will become more experienced with all of this, so it is an excellent idea to review what you have written.

Also, you can move a prospect back in time within an AR sequence. Just click on their name, and change them from the day they are on to a previous day in the series. We all receive so many emails and other information that it is unlikely someone will remember receiving an identical email from three months earlier. This gives you another opportunity to connect with them.

### **Optin AR's vs. Purchase AR's**

Once someone purchases from you, they are automatically removed from the optin AR sequence and added to the purchase AR sequence. You set that up when you create the two autoresponders – one for the optin and one for the purchase. In the first message to someone who has made a purchase from you, thank them for their purchase and give them a link to where they can access your product. This may be a download page or a membership site, so be clear about what they should do next. This will keep your customer service requests

down considerably. It will also help to ensure that people actually consume what they have purchased from you, making it much more likely they will purchase again from you in the future.



**Setting up your autoresponder messages is a crucial part of your overall marketing strategy.**

### **More Questions About Autoresponders**

What is an acceptable 'open rate' for your messages? Even though tracking is an important part of any online business, keeping track of how many people open your emails can be misleading.

I will continue to add to this autoresponder course. I am also creating more videos that will be a part of the final product. Know that setting up your own autoresponders will bring you regular online income for years to come.

To Your Massive Online Success!

*Connie Ragen Green*

Get started today with a step by step training program on how to set up and use the Aweber system. Take a look at:

<http://EmailCopyThatSells.com>

Sign up through my affiliate link – <http://ConnieLoves.me/Aweber> - and this training is free. Just let me know you've signed up and I send you the download link for the entire program. Also, your first month of Aweber will only be \$1.

P.S. Connect with me on Social Media:

<http://fb.com/ConnieRagenGreen> - Facebook

<http://twitter.com/ConnieGreen>

<http://YouTube.com/ConnieRagenGreen>

Check out all my books on Amazon. Click on the picture below or go directly to:

<http://ConnieRagenGreenBooks.com>

